

Correspondence Procedures

1 of 1

Job 173

SECRET



CROSS INDEX

JOB 173

Approved For Release 2002/05/02 : CIA-RDP81-00728R000100150009-9

Editor: _____

Suspense: _____

Cancel. —

*Incorporate with Correspondence
Handbook*

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21 July 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT: Proposed Notice No. [] TRANSMISSION OF DOCUMENTS
AND ATTACHMENTS

25X1A

1. The subject Notice, which was submitted for authentication on 6 July 1953, has been returned by the Acting Deputy Director (Administration) with the following comment:

"I do not agree that an Agency Notice is the appropriate medium for communicating these instructions. This material should be incorporated into the Agency's Correspondence Manual.

2. We are therefore returning the draft Notice in order that you may incorporate the material in the Correspondence Handbook which is currently being developed by your office.

25X1A

[]
Special Assistant to the
Deputy Director (Administration)

Attachment

25X1A

Proposed Notice No. []

DLM/mtf - SA/DD/A

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6 July 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Proposed Notice No. [] TRANSMISSION OF DOCUMENTS
AND ATTACHMENTS 25X1A

25X1A

1. There is submitted herewith for approval and authentication, proposed Notice No. [], which calls attention to the proper use of staples on documents and envelopes.

2. This Notice was proposed by the Chief, General Services and reflects the thought of an employee suggestion which was submitted to the Incentive Awards Committee.

3. The Notice has not been disseminated for formal coordination as such action does not appear to be necessary.

25X1A

[]
Special Assistant to the
Deputy Director (Administration)

Attachment
25X1A Proposed Notice No. []

DLM/mrf - SA/DD/A

cc: General Services

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25X1A

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25X1A

NOTICE
NO. CORRESPONDENCE
July 1953

GENERAL

TRANSMISSION OF DOCUMENTS AND ATTACHMENTS

1. The proper assembly and transmission of documents and attachments can effect the cumulative saving of many man hours of work, eliminate much irritation and minimize the risk of misdirected or misplaced documents. The simple rule should be to assemble and transmit documents for the convenience of the receiver and user.
2. The pages of each basic document should normally be fastened together by the use of a single staple and not by paper clips. Essential attachments should generally be tabbed and attached to the basic document by a single additional staple. Staples should always be placed so that the entire file can be read without removing the staples. The placement of staples in the upper left corner will usually be most suitable.
3. Copies of documents attached for removal and retention by offices of record should be assembled as units separable from the original documents. They should bear appropriate routing or transmittal slips and be fastened behind the original by paper clip to facilitate their removal.
4. When documents are forwarded in envelopes with courier receipts attached, care should be taken to ensure that the contents are not stapled to the envelope.
5. Envelopes should not be sealed with staples but rather with the approved glued seals available in supply rooms. Where the contents of the envelope are bulky, scotch tape may be used.

L. K. WHITE
Acting Deputy Director
(Administration)

DISTRIBUTION: AB

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*Correspondence
Handbook*

18 May 1953

MEMORANDUM FOR: Chief of Administration, Deputy Director (Plans)
Chief, General Services

SUBJECT: Agency Regulations - Category ☐ Correspondence

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REFERENCES: (1) Memo dtd 8 May 1953 to the Special Assistant,
DD/A from Chief, General Services; Subject:
"Regulation No. ☐ Correspondence"
(2) CIA Regulation ☐ paragraph 22
(3) Agency Notice ☐

25X1A

1. A review of the functional organization of CIA indicates that the Office of General Services has basic responsibility for the program of records management in the Agency including the development and maintenance of a standard Agency correspondence system.

2. To fulfill this responsibility, it will obviously be necessary to publish both ^{pertinent} Agency Regulations and a Correspondence Handbook. It is also clear that the preparation of correspondence is closely related to the preparation and forwarding of dispatches to the field (a function of the Deputy Director (Plans)).

3. In view of these interrelationships, it is suggested that representatives of FI/RI/DI/DDP and the Office of General Services/DDA be designated to collaborate in the planning of necessary Headquarters and Field Regulations and in the integration of the material to be drafted by each of the interested parties.

4. If this is agreeable, I would like to arrange and attend the initial conferences to assist in planning the arrangement of material in a manner consistent with the concept of Regulations presently being developed.

25X1A

☐
Special Assistant to the
Deputy Director (Admin.)

Enclosure - 1
Reference (1)

cc - Regulations Control Staff

SA/DD/A:EDE:mes (18 May 53)

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13 May 1953

MEMORANDUM FOR: Chief, General Services
SUBJECT: Correspondence Symbols

1. The attached file concerning the inclusion in Agency Regulations of a listing of correspondence symbols is forwarded for your information.

2. In accordance with the verbal approval of the Director on 15 July 1952 and the recommendation of DD/P dated 9 January 1953, it is suggested that a listing of current office symbols be prepared for inclusion in the Agency Correspondence Handbook.

25X1A

[Redacted]
Special Assistant to the
Deputy Director (Admin.)

Attachments:

1. Memo dtd 9 Jan 53 to Chief, O & M, from CAO/DD/P; Subject: "Proposed Change in Designations of Agency Components"
2. Memo dtd 6 Jan 52 to CAO/DD/P, from Chief, O & M; Subject: "Proposed Change in designations of Agency Components."
3. DD/P Notice No. [Redacted] General, dated 28 November 52.
4. Memo dtd 15 July 52 to Chief, O & M, from ADD/A; Subject: "Proposed Change in Designations of Agency Components"
5. Memo dtd 30 June 52, to ADD/A from Chief, O & M; Subject: "Proposed Change in Designations of Agency Components"
6. Memo dtd 30 June 52 to Chief, O & M, from [Redacted] and [Redacted] Subject: "Proposed Changes in Names of Agency Offices"; with 5 attachments"

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ILLEGIB

cc - DD/P- Admin [Redacted]
25X1A Regulations Control Staff

GRT
SA/DDA:mes (13 May 1953)

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8 May 1953

MEMORANDUM FOR: Special Assistant, Deputy Director (Administration)

SUBJECT: Regulation Number [] - Correspondence

25X1A

1. Reference is made to your memorandum dated 4 May, same subject, and our discussions of Friday, 8 May.

2. It is our understanding that you will arrange the necessary meetings to clarify certain questions we have raised with respect to the responsibility for the development and maintenance of a standard Agency correspondence system. The first question to be clarified is where the basic responsibility lies for developing and maintaining regulation both in Headquarters and in the Field for the preparation and dispatch of pouch material.

3. We are now in the process of preparing a detailed outline of the topics we propose to present in the [] - correspondence.

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[]
Chief, General Services Office

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4 May 1953

MEMORANDUM FOR: Chief, General Services

SUBJECT: Category ☐ - Correspondence

REFERENCE: CIA Notice No. ☐

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1. Category ☐ has been established in the Agency system of Regulatory Issuances for "Correspondence". The referenced notice indicates that responsibility for the development and maintenance of a standard Agency correspondence system has been assigned to the Records Services Division, General Services Office. It is assumed, therefore, that your office will be responsible for the preparation of the Correspondence section of Agency Regulations.

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2. It is requested that your office prepare a detailed subject outline of the various topics you propose to present in the ☐ series together with estimated completion dates for each section and the names of the individual who will specifically be assigned to prepare the material. In this connection, your attention is called to the probable need for one or more covert regulations on subjects such as "Preparation and Forwarding of Dispatches to the Field".

3. We believe this staff can be of assistance in organizing your material for maximum conformity with the revised system of regulatory material being developed.

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☐
Special Assistant to the
Deputy Director (Admin.)

SA/DDA:EDS:mes (4 May 1953)

cc - Regulations Control Staff

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30 April 1953

MEMORANDUM FOR: Chief, General Services
SUBJECT: Field Dispatches

1. In accordance with the provisions of paragraphs 4 a (6) and 5 a (5) of [] it is requested that the Office of General Services prepare a covert correspondence regulation [] [].

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2. The proposed regulation should include procedures to be followed in the preparation and dispatch of correspondence to field installations and assign responsibility for the pouching of such correspondence.

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4. It is further requested that the draft be submitted, after working level collaboration, to the Deputy Director (Administration), Regulations Control Staff, by 1 June 1953.

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[]
Special Assistant to the
Deputy Director (Admin.)

SA/DDA:GRT:mes (30 April 1953)

cc - Regulations Control Staff

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Security Information